



Official Record Copy

Office of Personnel

3 MAR 1972

Foreign Affairs Manual Circular

No. 603

SUBJECT: Preparation of Performance Ratings

February 25, 1972

1. Purpose

The Department is engaged in the development of new performance rating forms and instructions for their use. Until these are issued, this circular:

- a. Extends the validity of FAMC No. 580 of July 19, 1971, through July 19, 1972.
- b. Amends paragraph 4a, "Rated Officer's Statement."

2. Action Required

On page 2 of FAMC No. 580, substitute the following paragraph:

"4. Rated Officer's Statement:

After reading the completed JF-41, including Parts I and II and the reviewing officer's comments, the rated officer must append a statement:

- a. Certifying that the rating officer discussed the performance and the report, both Parts I and II, with the rated officer and commenting on the extent to which adequate goals or standards for the rated officer's performance had been established. The rated officer may rebut the evaluation in Part I if the rated officer wishes. (It is recommended that such discussions between the rated and rating officer be held at least twice during the rating period with an indication on the form of the dates they were held.) With respect to Part II, the rated officer may comment on its contents if the rated officer chooses."

State Dept. declassification & release instructions on file

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3. Cancellation

This circular will be canceled July 19, 1972, unless (a) superseded by another FAMC issuing new forms and instructions or (b) canceled earlier by codification in volume 3 of the Foreign Affairs Manual. Meanwhile, this circular should be cross-referenced to 3 FAM 500.

(PMS/PA)

(NOTE. -- Number of last circular issued: FAMC No. 602.)